



## UNPAID INTERNSHIP DESCRIPTION

### INTERNSHIP HOST INFORMATION

**State Department / Agency:** Department of Environmental Quality

**State Division / Office:** Administration

**Location of Internship:** Lansing

### INTERNSHIP SCHEDULE

**Internship Time Period:** All Semesters

**Internship Hours Requested Per Week:** 15-20

### PREFERRED EDUCATION

**Major / Minor:** Accounting, Economics, Finance, Business, Public Administration or similar fields

**Level of Education:** Open to Undergraduates and Graduates

**Preferred Skills / Qualifications:**

- Some general understanding of accounting, business, finance, or administration.
- Competent with Microsoft office, Excel and Word.
- Good organization and communication skills.

**Through this internship, student intern will develop or further strengthen the following competencies:**

<input type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

### INTERNSHIP DESCRIPTION

**Internship Title:** DEQ Administration Intern

**Intern Responsibilities / Projects:**

- Work in DEQ Administration Division, assisting in the coordination of the Internal Control Evaluation (ICE) system.
- Learn about the internal accounting and administrative control systems.
- Assist DEQ in completing its process evaluation.
- Work closely with Administration officials and communicate with State Budget Office.
- Help coordinate process and reviews of DEQ divisions.
- Review and compile reports.

### APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:  
[MCSC-CareerServices@michigan.gov](mailto:MCSC-CareerServices@michigan.gov) or 517-373-7690 (fax).